

# gtd<sup>®</sup>

GETTING THINGS DONE

## What is GTD<sup>®</sup>?

**GTD is the shorthand for 'Getting Things Done', the ground-breaking work-life management system by David Allen that provides concrete solutions for transforming overwhelm and uncertainty into an integrated system of stress-free productivity.**



GTD is a powerful method to manage commitments, information, and communication.

It is the result of thirty years of consulting services, private coaching, training, and organisational programmes with hundreds of thousands of people internationally. It has earned a reputation as the gold standard in personal and organisational productivity.

GTD enables greater performance, capacity and innovation. It alleviates the feeling of overwhelm, instilling focus, clarity and confidence.

Step by step you will learn how to:

- Capture anything and everything that has your attention and concern
- Define actionable things into concrete next steps and successful outcomes
- Organise information in the most streamlined way, in appropriate categories, based on how and when you need to access it
- Keep current and 'ahead of the game' with appropriately frequent reviews
- Keep track of the bigger picture while managing the details
- Make trusted choices about what to do in any given moment

Decades of in the field research and practice of GTD led to the publishing of the international best-seller Getting Things Done.

Published in over 28 languages and with over 2 million copies sold, TIME magazine heralded it as 'the defining self-help business book of its time.'



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